

## **ELECTRONIC REVIEW OF BOARD ERB AND VALIDATION**

- A. ALL NCOS ELIGIBLE FOR THIS BOARD MUST LOG ON TO THE HRC-ALEXANDRIA WEBSITE AT [HTTPS://WWW.HRC.ARMY.MIL](https://www.hrc.army.mil), CLICK ON “ENLISTED” THEN “ACTIVE”, THEN CLICK ON MY PROMOTION FILE ICON LINK (MY PROMOTION FILE FOR ACTIVE ENLISTED). ONCE IN THE PROMOTION FILE, FOLLOW THE INSTRUCTIONS. THE PROMOTION FILE ERB IS AN ON-LINE VERSION OF THE HARDCOPY ERB PROVIDING ONLY DATA REVIEWED BY THE BOARD. THE INFORMATION ON THE ERB IS PULLED FROM THE EMILPO DATA BASE.
- B. IF ANY OF THE ERB INFORMATION DISPLAYED IS INCORRECT OR MISSING, THE NCO SHOULD VISIT THEIR SERVICING S-1/PSB/PSC/MPD TO HAVE THE CORRECT DATA SUBMITTED TO UPDATE EMILPO. UPDATED INFORMATION SHOULD BE VIEWABLE ON THE ON-LINE PROMOTION FILE ERB WITHIN 48-HOURS OF SUBMISSION BY THE PERSONNEL OFFICE INTO EMILPO. THE ONLY METHOD OF UPDATING THE ERB IS BY VISITING THE S1/PSB/PSC/MPD. ONCE THE INFORMATION IS CORRECT, NCO’S MUST AGAIN CLICK ON “ERB VALIDATION” TO AUTHENTICATE THEIR ERB. IF CORRECTIONS CANNOT BE MADE FOR SOME REASON, THERE IS A FEATURE TO “VALIDATE WITH COMMENTS” AND EXPLAIN THE DISCREPANCY. NCOS SHOULD USE THIS OPTION ONLY AFTER ALL REASONABLE ATTEMPTS HAVE BEEN MADE TO UPDATE THEIR ERB.
- C. ONCE ONLINE VALIDATION IS COMPLETE, THE PROMOTION ERB IS LOCKED AND NO LONGER AVAILABLE FROM EMILPO. IF CHANGES ARE REQUIRED AFTER VALIDATION, FOLLOW THE INSTRUCTIONS PROVIDED AT THE WEBSITE TO UNLOCK THE ERB AND ALLOW UPDATE. CONTACT THE BOARD SUPPORT BRANCH VIA EMAIL AT [BDSPT@CONUS.ARMY.MIL](mailto:BDSPT@CONUS.ARMY.MIL) OR DSN 699-3641/3642/3691 IF PROBLEMS ARE ENCOUNTERED.
- D. DO NOT SEND HARDCOPY ERB TO EREC.
- E. NCOS NEED TO COMPLETE THEIR ON-LINE REVIEW OF THE PROMOTION ERB. IF THE ERB IS NOT VALIDATED, THE BOARD WILL STILL REVIEW THE ERB DATA THAT IS PULLED FROM EMILPO.
- F. PERSONNEL OFFICES CANNOT VALIDATE THE PROMOTION ERB FOR SOLDIERS. IN CASES WHERE THE SOLDIER IS DEPLOYED AND UNABLE TO REVIEW THEIR ON-LINE PROMOTION ERB, PSB/PSC/MPD/S1 SHOULD ENSURE ALL KNOWN ERB TRANSACTIONS ARE INPUT TO EMILPO TO ENSURE THAT THE ERB IS AS CORRECT AS POSSIBLE FOR THE BOARD.